

INSTRUCTIONS TO SPONSORS OF REGATTAS OR MARINE EVENTS

Step 1.

Determine if your event is being held on navigable waters of the United States or on State waters. Sole State waters are those waters which are confined entirely within a single state and do not form a continuous channel for commerce with foreign countries or among the states. In particular, state waters are those waters which Congress or the federal courts have specifically declared to be non-navigable waters of the United States. Contact your State Boating Law Administrator for clarification.

If your event is taking place on sole State waters, no Coast Guard permit is required. Check with our local and state governments for their requirements. Sponsors wanting Coast Guard Auxiliary assistance for events on sole State waters should complete an application-just as for an event on U.S. navigable waters- and submit it to the Coast Guard.

Step 2.

If your event is being held on, over, or adjacent to U.S. navigable waters, you will need to submit an application for a Coast Guard permit. Fill out the application. The application form, if fully completed as applicable to your event, will enable us to take appropriate action with a minimum of further communication with you. Please follow the instructions on the form carefully: i.e. include a chart or map of the proposed event area; include coordinates or mile marker (if applicable)- see item 3 of the application; include zip codes in items 5, 20, and 23; and provide an estimate, at least, for items 6 and 9. Do not hesitate to call us if you have a question when filling in the application. Applications missing the necessary information, especially the following items, will be returned without processing because of the lack of information;

1. Instruction 3: Chart or map of the proposed event area. Show layout of course and its relationship to the navigable channel.
2. Item 10: Schedule of events if the duration of the event is greater than three hours and vessel traffic restrictions/controls have been requested. Events lasting more than three hours must provide a suitable break for transit of traffic. Mariners must be afforded enough time to transit the event area in a timely manner.
3. Items 11 and 12: Are Special Local Regulations required for this event to restrict or control vessel traffic? If yes, explain fully.
4. Items 14 and 15: As sponsor, you are responsible for the safe conduct of the event. At a minimum:
 - a. You or your staff must make adequate preparations for the event:
 - a. You must submit an application for a Coast Guard permit, if required.

- b. You must ensure receipt of the approved permit and the implementation of any special provisions or conditions required by the Coast Guard;
- c. You must obtain appropriate and state and local approval;
- d. You must make safety equipment inspections of the participants and their craft;
- e. You must provide instructions to, set qualifications of, and exercise positive control over the participants, as well as institute protective measures to preclude interference with the normal flow of commercial and recreational traffic (unless Special Local Regulations are issued by the U.S. Coast Guard District Commander for this purpose);
- f. You must establish a workable procedure to account for and identify each participant at the start and finish of the event;
- g. Ensure agreement on emergency visual signals to be used in case of an accident;
- h. Provide the primary communication methods for the event;
- i. Place and retrieve course markers and remove obstructions or menaces to navigation;
- j. You must make provision to cancel the event when prudent to do so in consideration of wind, water, tidal, current, or weather conditions;
- k. You must make arrangements for medical and transportation facilities in case of injuries in the regatta/event area;
- l. You must have a detailed schedule of events for marine events requiring vessel traffic restriction or controls when your event will last longer than three hours. This schedule of events will be submitted with your application for a Coast Guard permit. The Coast Guard will review the schedule to ensure that a break is included for events exceeding three hours in length for transit of traffic. This must be done in the planning stages of the event. If you wish the approval of a schedule of events, a telephone conference is suggested. Please be prepared with the information required by the application as it applies to each event; and
- m. You must request state and local assistance to provide patrol craft to control, if necessary, spectator vessels and to enforce state and local laws.

Step 3.

Submit the application (you may use a copy of the attached form). Federal regulations requires that applications be received at least 135 days prior to the event for non-recurring events, and 60 days prior to the event for annual recurring events. Since late applications are subject to disapproval, you are urged to submit your application early.

Step 4.

Upon receipt of the application, the Coast Guard will review the application. Based on the review, the Coast Guard will take one of the following actions:

1. Return the application to the sponsor for changes prior to approval:
2. Notify the sponsor if the event does not require a permit from the Coast Guard;
3. Return the application to the sponsor disapproved with the reason for disapproval ;or
4. Approve the application and issue a permit to the sponsor. Special conditions listing the limiting qualifications of the event approval, which will be stated on the permit. A separate letter to the sponsor will identify what the Coast Guard resources, if any will be provided.

Step 5:

Based on the review in Step 4, Coast Guard may:

1. Assign a Patrol Commander or Auxiliary Facilities Commander;
2. Issue Special Local Regulations;
3. Issue Local Notice to Mariners; and/or
4. Assign Coast Guard Auxiliary vessel(s) to participate.

Request for the Coast Guard Auxiliary assistance will be subjected to the same review outlined above to determine if Auxiliary assistance is appropriate and required.